

# JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102  
415-865-4272 Telecommunications Device for the Deaf Web site: [www.courtinfo.ca.gov/careers](http://www.courtinfo.ca.gov/careers)

## EMPLOYMENT OPPORTUNITY

**JOB TITLE:** HR SHARED SERVICES PAYROLL COORDINATOR  
(Pay & Benefits Specialist I/II)

**CITY:** SACRAMENTO, CA

**JOB REQUISITION:** 2619

### OVERVIEW

The HR Shared Services Payroll Coordinator (Pay & Benefits Specialist I/II) will be responsible for the timely administration, reconciliation, and compliance of all payroll processing functions. He/she will be assigned to specific courts and serve as the main point of contact for that court regarding issues related to payroll. The individual selected will be appointed at either the I or II level commensurate with his or her qualifications.

### DEPARTMENT STATEMENT

The Administrative Office of the Courts is implementing a Human Resources Shared Service Center which will provide personnel administration, benefits, and payroll services for the employees working in the trial courts within the State of California.

### RESPONSIBILITIES

- Process payroll and work with Shared Service/trial court supervisor to resolve issues related to process on-cycle and off-cycle payrolls;
- Resolve escalated issues such as stop payments, direct deposit recalls, check reversals, retro payments, refunds of deductions, on-line check distribution, error messages, inconsistencies, discrepancies, and incorrect coding;
- Maintain integration between payroll, benefits, and time tracking;
- Develop and run reports, audit data to ensure system integrity, and determine root cause of issues;
- Provide end user support including answering questions, providing training, and troubleshooting production issues;
- Work with functional liaisons on projects related to process improvements and system enhancements;
- Generate various payroll reports (time evaluation, over 40 hours per week, terminated/LOA employees, available vacation, and special pay requests);
- Provide input to Payroll Supervisor regarding training and knowledge management process improvements; and
- Provide feedback on options to optimize payroll processes.

### QUALIFICATIONS

**PAY & BENEFITS SPECIALIST I:** Equivalent to an associate degree, preferably with major course work in personnel, public, or business administration, and two years of experience organizing and performing human resources payroll and benefits administration work.

**PAY & BENEFITS SPECIALIST II:** Equivalent to an associate degree, preferably with major course work in personnel, public, or business administration, and three years of experience organizing and performing human resources payroll and benefits administration work.

Additional directly related experience may be substituted for the education on a year-for-year basis.

Additional directly related college-level education may be substituted for the experience on a year-for-year basis.

## HR Shared Services Payroll Coordinator

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In addition to the minimum qualifications listed above, desirable qualifications include:

- Experience with SAP HR applications;
- Customer service experience (1-2 years);
- Proficiency with Microsoft Word, Microsoft Excel, and Microsoft Outlook;
- Excellent interpersonal skills including the ability to handle customers appropriately;
- Ability to work independently, prioritize, manage time and multi-task;
- Ability to handle issues involving sensitive information, confidentiality and legal exposure; and
- Subject matter expertise in payroll processing and thorough understanding of all applicable California and federal wage and labor laws.

### HOW TO APPLY

To ensure earliest consideration of your application, please apply by **September 1, 2006**, however this position will remain open until filled. To complete an online application, please visit our Web site at [www.courtinfo.ca.gov/careers/view.htm](http://www.courtinfo.ca.gov/careers/view.htm), select job category "**Human Resources**", and search for **Job Req #2619, HR Shared Services Payroll Coordinator**. This position requires the submission of our official application and response to the supplemental questions attached below.

OR

To obtain a printed application, please visit:

#### **Administrative Office of the Courts**

455 Golden Gate Avenue, 7th Floor

San Francisco, California 94102-3688

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### PAY AND BENEFITS

*SALARY RANGE FOR PAY & BENEFITS SPECIALIST I:* \$4,184 - \$5,086 per month  
(Starting salary will vary between \$4,184 and \$4,602 per month)

*SALARY RANGE FOR PAY & BENEFITS SPECIALIST II:* \$4,602 - \$5,594 per month  
(Starting salary will vary between \$4,602 and \$5,062 per month)

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$105 transit pass subsidy per month
- CalPERS Retirement Plan
- 401 (k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

**The Administrative Office of the Courts Is an Equal Opportunity Employer.**

**SUPPLEMENTAL QUESTIONNAIRE  
FOR  
HR SHARED SERVICES PAYROLL COORDINATOR  
(Req. #2619)**

1. Please describe your experience with SAP HR/Payroll Operations.
2. Please describe your experience providing customer service.
3. Please describe your experience running daily operational payroll.
4. Please describe your experience with monthly, quarterly, and year-end payroll processing.